South Coast Air Quality Management District
Rule 314 – Fees for Architectural Coatings
Bulleted Instructions for web-based reporting application (314-Web)

The following instructions will guide you through the 314-Web reporting application. The program was designed to allow users to export the report from the prior year in a text file and update the data in Microsoft Excel to reflect the sales and coatings for the current reporting year.

Simplified Instructions	Detailed Instructions
• Go to Rule 314 website	• Go to http://www.aqmd.gov/prdas/Coatings/rule_314_reporting.htm select ANNUAL QUANTITY AND EMISSIONS APPLICATION
• Enter User ID & Password	• Enter the User ID & Password provided in the letter and email sent by SCAQMD
• Click on the Rule 1113 link	• In the blue Browse Applications box on the left, click on the R1113 link to Submit Rule 1113 Application
• Input prior year in Reporting Year entry box and click search	• In the upper left of the webpage, input the *prior* year in **Reporting Year** entry box and click the "Search" button
• Click the link for the report from the prior year	• In the third column of the table, click the link for the report from the prior year
• Click "Export Product Raw Data"	• Click the "Export Product Raw Data" button
• Edit file using Microsoft Excel	• Save file on the Desktop for easy access; launch Microsoft Excel and open saved file using Microsoft Excel; edit data by adjusting annual sales data, modifying coating information and/or adding or removing products as necessary
• Remove header row completely	• Remove header row completely and ensure that file contains no commas, apostrophes, quotation marks or trademark symbols (™ ® ©)
• Save file	• Save file as a Text (Tab Delimited) file
• On Rule 314-Web click "New Report"	• Return to Rule 314 Webpage and click "New Report"; it may be necessary to re-enter User ID & Password
• Change reporting year	• Enter the reporting year for which you are reporting (i.e. 2009)
• Create report and upload saved filed	• Click "Create Report", then "Upload Products" and then "Browse"; select the Text (Tab Delimited) file and click "Upload"
• Click "Accept"	• If upload was successful, click "Accept"
• Review Data	• Review data to ensure accuracy and completeness. Changes, additions, and/or deletions may still be made.
• Click "Submit"	• After review process is complete, click "Submit". User may no longer make alterations to the data at this point.